



Office of Charitable Gaming
P.O. Box 98502, Baton Rouge, LA 70884
(225) 925-1835 or (800) 562-9235 FAX (225) 925-7069
www.ocg.louisiana.gov

**** There will be Renewal Application Workshops on May 8th and 15th to help you with the renewal application. Times are 9:00 am and 2:00 pm each day. Call the office for further details and to reserve your spot. ****

Organizations

2008 RENEWAL REQUIREMENTS

Application Deadline – May 21, 2007

If these guidelines are not followed, your RENEWAL APPLICATION will not be considered complete. Also, if not submitted by deadline date, a civil penalty will be assessed.

Failure to submit your renewal application to the Office by **May 21, 2007** will result in a **\$500 civil penalty** being assessed by the Office in accordance with LAC §1787.A.6. In addition to any penalty, late submission of your renewal will result in the delay of the issuance of a license and further penalties.

Your organization **will not** be allowed to continue conducting gaming related activities in the State of Louisiana after June 30, 2007 until your organization has received a printed license for the 2008 licensing year from the Office. Conducting gaming related activities without a license will result in the imposition of a civil penalty.

Incomplete applications are processed last.

- ❖ The correct fee must be submitted with the application. The check should be attached to the application, made out to the Office of Charitable Gaming and written on the gaming account.
- ❖ The application must be signed by the **Member-in-Charge** of charitable games and the **duly elected President** of the organization, and be properly notarized. The Member-in-Charge and President must also be included on the **Organization Officials Information Sheet**.
- ❖ **All** information submitted on your organization's officers and members must be complete and accurate. Page 2 **must list official officers of the organization and members-in charge of charitable gaming activities. (INCORRECT OR INCOMPLETE INFORMATION WILL DELAY THE ISSUANCE OF A LICENSE.)**
- ❖ List the specific dates and times of your sessions on the appropriate form(s). **LIST THE STARTING TIME OF SESSION AS THE TIME YOUR ORGANIZATION WILL BEGIN TO SELL PAPER AND/OR PULLTABS. Enter the time of the session and circle AM/PM, Length and Add/Delete, as appropriate. THE LEASE AGREEMENT WITH LESSOR MUST INCLUDE ALL DATES AND TIMES OF SESSIONS.**
- ❖ List at least one official as Member-in-Charge and as many alternate Members-in-Charge as necessary to ensure at least one MIC is present at all games as provided by LA.R.S. 4:714 (D).
- ❖ A completed list of **all** officers and members must be submitted with the application. The Office can provide your organization with a list of all officers and members currently registered if requested in writing.
- ❖ *Any changes in officers, directors, gaming management or members must be filed with the Office of Charitable Gaming within **10 days of the change** on the Organization Officials Information Sheet or Organization Members Information Sheet as provided in LA R.S. 4:718 (E).*

To be properly notarized, the application must be signed and dated on the **same date** that the notary signs and dates it.

If you have questions, contact the Office at the numbers at the top of this page. You may also visit our website at www.ocg.louisiana.gov.